



Taber Public Library Policy Manual

General Policy: Rental of Library Facilities

PURPOSE:

The Taber Public Library views its facility resource as a viable community asset. Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Board.

POLICY:

The Taber Public Library, as a community resource, welcomes the opportunity for making its meeting areas available to community groups whenever these areas are not required for normal library use.

GUIDELINES:

1. The use of these meeting areas is subject to prior approval of the Library Board and/or Library Manager. Any such approval shall be for a maximum of one (1) year, at the end of which time, the Library Board will review the continued use of the facility.
2. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by Library staff or Board.
3. It is understood that library programming will have first priority in room use.
4. The Program Room is available after 10:00 am on Tuesdays through Saturdays, and after 1:00 pm on Mondays. The Board Room is available after 10:00 am on Tuesday through Saturdays, and after 1:00 pm on Monday. Both rooms are not available on Sundays or holidays.
5. Room booking forms must be filled out in full and damage deposit and rental fees must be paid for at least one week in advance of key being issued. The Program Room key will only be issued on the day of the program if the program is being held after hours. The Program Room key is to be dropped off in the book return located at the southwest corner of the library once program has ended. All bookings must be made through the Program Coordinator. Booking of the room must include set-up time and take-down time.
6. Bookings will require a \$100.00 damage deposit (to be paid by cheque) which is refundable upon end of booking term if no damage has been incurred. Room rental fees can be paid by either cash, cheque or credit/debit card (separate from damage deposit).
7. All events and any necessary clean-up must be completed prior to 10:00 pm in the Program Room, and 30 minutes before the library closes in the Board Room.
8. Please see Schedule "C" under Library Bylaws for room and equipment fees.
9. The Taber Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

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GUIDELINES:continued

- 9.1 Taber Library will provide chairs, tables and use of fridge/sink for Program Room bookings. Taber Public Library will provide chairs and tables for Board Room bookings.
10. Taber Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.
11. Refreshments other than alcohol may be served and shall be provided by the group. Smoking is not allowed anywhere on library premises, including outside area and grounds.
12. Any group or individual using the room(s) shall leave it in neat, orderly condition, if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room(s) and any cleaning charges will be assessed from the damage deposit.
13. Lost Program Room keys – damage deposit will be forfeit at the Library Manager’s discretion and additional charges may be assessed to cover cost of re-keying locks. Program Room keys must be dropped in the book drop immediately after the event.
14. Any group or individual using the Program Room are asked to not leave the east building door open unattended.
15. Any group or individual using the Program Room are asked to do a final walk-about of the room and the washrooms to ensure that all participants have left the building.
16. Any group or individual using the program room are asked to ensure that the east door is properly closed and locked before leaving, and any expenses that may occur because of the door being left open or unlocked are the responsibility of the renter.

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Date Reviewed/Revised: October 12, 2004
September 11, 2007
June 10, 2008
June 11, 2010
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Program Room Rental Checklist

- Projector has been turned off.
- Projector and DVD remotes are in A/V cupboard.
- A/V cupboard has been locked.
- Event clean up has been completed and room is left in a neat and orderly condition.
- Program room, washrooms and entry way have been checked for program attendees.
- Program room lights have been turned off.
- Program room door is locked.
- Ensure that east door is properly closed and locked before leaving.
- If event is finished after library hours, keys have been left in the drop-box located in the south-west corner of the building.